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|PROCEDURE:  2036 |                          DATE:  06/23/95 |
|_____|      Data Operations  |_____|
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| TITLE:   Data Operations Contingency Planning and Disaster Recovery  !
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| Purpose   |
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To implement Data Operations Policy 1022 "Data Operations Contingency Prevention, Backup, and Recovery". To establish Data Operation's Contingency Planning and Disaster Recovery Committee Advisory Group.

To outline the procedures required to establish the administrative framework that is required to address any incident in Data Operations facilities that could potentially interrupt the processes of information.

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|   Organization and Responsibilities |
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The Contingency Planning and Disaster Recovery Advisory Group of the Data Operations Team shall be composed of the following members: the Team Administrator and the Planning and Security Section within Data Operations. It shall be known hereinafter as "the Advisory Group".

The Advisory Group shall interface - as the need arises - with members of state agencies that may be designated by the management of those agencies for the purpose of assistance and support to Data Operations for any activity related to contingency planning and disaster recovery.

The Advisory Group shall meet twice a year in the months of June and December for the purpose of reviewing, evaluating and updating the existing contingency plan and for reviewing, evaluating and recommending new actions and procedures to be included in the plan. Data Operation's Planning and Security shall be responsible for reviewing the plan and verifying that all the elements of the plan are current and operational, as appropriate. This review shall be conducted once a year.

The Data Operations Team's Software Support Section and Data Center Operations shall be responsible for the following:

(A) The preparation and maintenance of a design for the minimum hardware configuration that may be required for restoring a reasonable level of services in the shortest time possible in: (a) the Computer Disaster Recovery Facility at the STARC Emergency Operations Center at Camp Dodge, (b) in the present facilities.

(B) Preparing and maintaining a current and updated version of the controlling software that could be brought up to full operating status in the minimum possible time in a configuration similar to the ones outlined in paragraph (A) above. The required software must include the operating system, access methods, language compilers, teleprocessing monitors, data management software, etc.

(C) To prepare and maintain an updated version of a viable alternative for providing a reasonable level of teleprocessing services to the 'critical' user of those services. This plan shall also explore the role of mini/microcomputers in the implementation of such alternative.

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| Applications Program and Data Base Recovery |
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It is understood that a comprehensive information systems design accommodates the backup and recovery of critical systems in the event of a disaster. Therefore, the applications and data base programming staffs providing services to the users of the Data Center shall be responsible for:

(A) Developing and maintaining a current applications software inventory of 'critical applications' that are considered necessary to maintain a reasonable level of service.

(B) Developing and implementing a plan for monitoring the development of software applications -- with special emphasis on 'critical' applications -- that are not dependent for their execution upon a given feature that is unique to either a device or to a proprietary software product.

(C) Developing and maintaining a current Data Dictionary for the accountability of data programs and related information. The Data Dictionary shall be kept current on a bi-monthly basis and copies of the most recent update shall be kept in the contingency plan at the same locations as described in the next section "Location of Copies".

The Data Operations Planning and Security Section shall be responsible for coordinating the Contingency Plan, for updating it and for the distribution of the copies to all responsible parties.

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| Location of Copies of the Contingency Plan |
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The master copy of the Contingency Plan shall be located with the Data Operation Planning and Security Section.

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| Date of Implementation |
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This procedure becomes effective immediately.